



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Communications Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Equipment Reference Index Card File

CUTOFF: Life of Equipment

DESCRIPTION: Pertains to bar codes, descriptions, and other pertinent information on property in the Division. May be destroyed after conclusion of state audit if completed before end of retention period.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21350

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Property Transfers and Requisitions

CUTOFF: EOSFY

DESCRIPTION: Items transferred to and from other divisions, and orders from stock and non-stock items. Copies, original at General Headquarters.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21351

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Purchase Orders for Services and Equipment

CUTOFF: EOSFY

DESCRIPTION: Records that document the procurement of services and equipment for the Division. Copies. Originals in Budget and Procurement Office.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21353

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Communications Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Recording of Emergency Calls

CUTOFF: End of the 24 hour recording period.

DESCRIPTION: Recordings of emergency calls received by troop offices. Maintained at the troop headquarters.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Recycle

SERIES: 21352

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007

TITLE: Statistical Reports

CUTOFF:EOCY

DESCRIPTION: Cumulative totals of performance activities used for annual report.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 21354

SERIES STATUS: Approved

APPROVAL DATE: 8/2/2007
